



**Urban Renewal Agency  
Special Meeting Minutes**

**Thursday, March 26, 2020  
6:00 p.m., Webex Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.  
Urban Renewal Agency approved minutes as presented April 27, 2020.***

**1. CALLED TO ORDER AND ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the special URA meeting to order at 6:00 p.m. via Webex Video Conference.

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency limited in-person contact and social distancing. **The Urban Renewal Agency conducted the Board meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30. No oral public comments were taken.

**ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY:**

Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Director Vice Chair; and Peter Truax, Director Chair. **BOARD VACANCY: 1.**

**STAFF PRESENT ATTENDED BY WEBEX REMOTELY:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief (in the Community Auditorium); Bryan Pohl, Community Development Director; Henry Reimann, Interim Police Chief; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

- A. Approve Urban Renewal Agency Work Session (Site B Redevelopment Request for Proposal) Meeting Minutes of January 27, 2020.
- B. Approve Urban Renewal Agency Regular Meeting Minutes of January 27, 2020.

**MOTION:** Director Uhing moved, seconded by Director Vice Chair Wenzl, to approve the Consent Agenda as presented.

**Council Discussion:**

Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Directors Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. BOARD VACANCY: 1. MOTION CARRIED 6-0.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:** None.

6. **URA RESOLUTION NO. 2020-02 AUTHORIZING CREATION OF AN EMERGENCY BUSINESS ASSISTANCE PROGRAM**

**Staff Report:**

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is requesting to authorize the URA to create an Emergency Business Assistance Program to offer emergency financial assistance to small businesses within the district to help pay their rent or mortgage in response to the COVID-19 (Coronavirus Disease). Pohl reported staff has prepared a proposed resolution for City Council to consider requesting to delegate authority to the URA to administer the program and award grants to qualifying businesses to pay their rent or mortgage for the month of April, 2020. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board consider approving the proposed resolution as outlined in Exhibit A, noting the program would begin April 1, 2020, and remain in effect during the City's declared state of emergency and while URA funds are available, with a total budget of no more than \$100,000.

**Questions of Staff:**

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-noted proposed program and the URA administering the program. In response to inquiries, Pohl reported the City Attorney agreed that the URA Plan is foremost a financing strategy for capital projects, but that does not mean the URA cannot also have other objectives that are consistent with the purpose of the URA and state law, and as long as the Council approves a resolution delegating authority to the URA to establish the program; however, if it is found to be misuse of URA funds, the monies would likely have to be repaid to the URA by the City's General Fund.

VanderZanden indicated communities are looking at URA funds for business assistance in response to the COVID-19, noting from a legal prospective, it is a Council policy decision to delegate the authority to the URA, for which the Council will be considering a proposed resolution this evening. Pohl affirmed approximately 42 businesses would be eligible for funding, including bars and restaurants, noting the funds would be awarded to tenants and not property owners. Pohl explained if the proposed program is funded by the URA, no new applications for the other programs, i.e., storefront improvement, public arts and parklet, would be accepted until staff can reassess the financial position of the URA and include resumption of the programs as part of the next year's budget. In

response to extending the program to assist businesses outside of the URA, VanderZanden advised staff has not assessed the financial position of the General Fund as of yet.

Written Testimony Received:

Forest Grove/Cornelius Chamber of Commerce Executive Director Howard Sullivan submitted an e-mail dated March 26, 2020, 2:04 p.m., in support of the URA establishing an emergency business assistance program.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2020-02.

VanderZanden read URA Resolution No. 2020-02 by title.

**MOTION: Director Rippe moved, seconded by Director Valfre, to adopt URA Resolution No. 2020-02 Authorizing Creation of an Emergency Business Assistance Program.**

**Board of Directors Discussion:**

Hearing no further concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Directors Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. BOARD VACANCY: 1. MOTION CARRIED 6-0.**

**7. ADJOURNMENT:**

Director Chair Truax adjourned the special URA meeting at 6:34 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder